

AFFIRMATIVE ACTION OFFICER

NATURE OF WORK

This is responsible administrative and professional work developing and implementing an Affirmative Action Plan for the City of Lincoln and Lancaster County.

Work involves responsibility for the development of programs and procedures to support diversity, equal opportunity and affirmative action throughout City and County government and investigation of complaints of discrimination. Work also involves providing advice, technical assistance and training activities regarding Affirmative Action principles, the Americans with Disabilities Act (ADA) and diversity issues. Work is performed under the general policy direction of the Mayor and in cooperation with the Equal Opportunity Officer and the Women's Commission Manager. Supervision may be exercised over subordinate support staff members.

EXAMPLES OF WORK PERFORMED

Monitors and coordinates the affirmative action programs, policies and procedures of the City and the County involving recruitment, outreach and retention.

Monitors equal opportunity and affirmative action laws and the Americans with Disabilities Act by conducting investigations of allegations of disparate treatment within City and County government; plans, implements and monitors the City and County's Affirmative Action Plan.

Identifies under-utilization of protected classes as well as unfair personnel and management practices including hiring, promotions, recruitment and selection activities.

Prepares, coordinates and conducts training for City and County departments in the areas of equal employment opportunity, affirmative action and Americans with Disabilities Act.

Receives and resolves complaints through communication with appropriate department heads with regard to allegations of discrimination, affirmative action issues and the Americans with Disabilities Act.

Represents the Mayor when so assigned with the City Council, administrative boards, civic organizations and at committee meetings and other City functions regarding multi-cultural issues.

Monitors federal legislation; coordinates departmental reviews of proposed legislation and prepares necessary testimony and letters with regard to equal employment opportunity, affirmative action issues, civil rights and Americans with Disabilities Act.

Serves as a contact point for community organizations.

Assists the Mayor in recruiting and appointing citizens to serve on City advisory boards and commissions in order to include diverse populations.

Recruits ethnic, racial and other under-represented groups or persons for City and County advertised positions.

Researches and prepares various public, administrative and statistical reports.

Coordinates the Diversity Fellowship Program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of appropriate federal, state and local laws and programs as they pertain to multi-cultural and affirmative action issues, the Americans with Disabilities Act and civil rights.

Knowledge of the Lincoln Municipal Code and the County Personnel Rules as they pertain to the operations of City and County departments.

Ability to analyze, interpret, and submit oral and written reports.

Ability to design and develop program proposals.

Ability to speak before large groups of people, and to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community leaders, City and County officials, employees and the public.

Ability to handle difficult situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public administration, the human or behavioral sciences or related field and completion of graduate studies in public administration, the human or behavioral sciences, or related field plus considerable experience in civil rights, human rights, human resources, affirmative action or related field.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public administration, the human or behavioral sciences, or related field plus experience of a responsible nature in civil rights, human rights, human resources, affirmative action or a related field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

9/00

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